



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO  
ATTENTION OF

AUG 08 1997

AFLG-PR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-41, Secretary of the Army Awards for Excellence in Contracting

1. Enclosed is memorandum, SARD-PM, 26 Jun 97, SAB, which announces a proposed program for excellence awards to contracting offices and individuals, both military and civilian. The FORSCOM PARC concurred with the proposal.
2. We have not yet received the final version for implementation, but provide the draft for your information and planning purposes. The window for submission of nominations has not been established; however, we traditionally get a short suspense.
3. This Army-wide program will be in addition to the FORSCOM Excellence Awards which are presented at the annual FORSCOM Contracting Workshop/Conference.
4. For additional information, call Suzy Lyon, DSN 367-5407.

Encl  
as

BEVERLY Y. THOMAS  
Acting Chief, Contracting Division,  
DCSL&R  
Acting Principal Assistant Responsible  
for Contracting

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AFLG\_PR

SUBJECT: Contracting Information Letter (CIL) 97-41, Secretary  
of the Army Awards for Excellence in Contracting

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NATIONAL TRAINING CENTER AND FORT IRWIN, ATTN: AFZJ-DC

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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

JUL 3 1997

12 6 JUN 1997

S: July 29, 1997

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Secretary of the Army Awards for Excellence in Contracting

Enclosed is the proposed program for the Secretary of the Army Awards for Excellence in Contracting program. The initial concept for this program was presented at the Contracting and Acquisition Career Program Advisory Council (CACPAC) meeting in November 1996. A concept paper was presented at the Principal Assistant Responsible for Contracting (PARC) Workshop in April 1997 and comments on this concept were received and have been incorporated in the proposed program.

Request your final review and comments as we finalize this program for implementation in Fiscal Year 1998. Request your response by July 29, 1997.

Point of contact is Dr. Edgar, DSN: 225-0851, COM: (703) 695-0851, or email at [edgarj@sarda.army.mil](mailto:edgarj@sarda.army.mil).

Edward G. Elgart  
Acting Deputy Assistant Secretary of the  
Army (Procurement)

Enclosures

DISTRIBUTION:

Assistant Deputy Chief of Staff for RDA-Acquisition, Contracting and  
Production Management, HQ, U.S. Army Materiel Command,  
ATTN: AMCRDA-A, 5001 Eisenhower Avenue, Alexandria,  
VA 22333-0001

Principal Assistant Responsible for Contracting, HQ, U.S. Army Materiel  
Command, ATTN: AMCRDA-AC (PARC), 5001 Eisenhower Avenue,  
Alexandria, VA 22333-0001



## THE SECRETARY OF THE ARMY CONTRACTING AWARDS PROGRAM

1. The Secretary of the Army announces establishment of an annual award program for outstanding performance in Contracting. All Major Commands (MACOMs), Major Subordinate Commands (MSCs), Program Executive Officers (PEOs) Field Operating Agencies (FOAs) and Headquarters, Department of the Army, shall ensure all organizations have the opportunity to nominate eligible individuals and units and forward nominations for competition at Army level. Awards will be presented annually for outstanding achievements during the previous fiscal year, normally in conjunction with the annual Army Principal Assistant Responsible for Contracting (PARC) conference.

2. The Deputy Assistant Secretary of the Army (Procurement) is responsible for the administration of this program and convenes a selection board and makes final recommendations to the Assistant Secretary of the Army (Research, Development and Acquisition). The Director, Contracting Career Program has primary responsibility for providing administrative support and management of the program. An evaluation panel, consisting of at least three members of the Executive Board of the Deputy Assistant Secretary of the Army (Procurement), will make recommendations as to the final selections. The Assistant Secretary of the Army (RDA) may withhold an award due to lack of competition or when nominees' achievements are not commensurate with the minimum standards for Army recognition. The award winners' organization(s) will provide funding for transportation and accommodations when the awards are presented. Each award and its criteria is described below.

3. Unit Awards. There are three categories of unit awards: installation contracting, systems contracting and specialized contracting. Criteria for all three include: (1) outstanding mission accomplishment through demonstrated customer support; (2) contracting efficiency by reducing contracting costs; (3) human resource management including certification of workforce, training of personnel (DAU training, management/executive training), and recognition programs; and, (4) contracting innovation and process improvement including implementation of Acquisition Reform and streamlining/reducing cycle times and non-value added processes.

a. Installation-Level Contracting Units. Two categories of awards will be presented. The first is for the outstanding installation-level Contracting Center and the second is for the outstanding installation-level Contracting Satellite.

b. Systems Contracting Unit. This category applies to contracting organizations that support systems acquisition. This may include organizations that support program and project managers in the Program Executive Offices or in the Major Subordinate Commands of Army Materiel Command, SSDC, and MEDCOM.

c. Specialized Contracting Unit. This category applies to a buying office with a primary mission to provide unique support in other than installation-level or systems contracting. It can include contracting in support of Science and Technology (S&T) programs, a command-wide or Army-wide support function such as health or transportation services, or has a mission to buy non-standard supplies and services.

4. Outstanding Contracting Officer(s). A total of ten awards may be presented. In this category there would be an outstanding contracting officer award presented at each of the three unit levels and four categories (installation-level would include both centers and satellites). An award would be presented to the outstanding civilian and military contracting officer in each category. In each category, the individual's specific duty achievement during the fiscal year would be considered. Criteria for the awards would be timeliness and quality of customer support, procurement integrity, innovation and entrepreneurship, and self-development. There would also be two awards for the outstanding contingency contracting officer (military and civilian respectively) from major command nominees. This award will apply to contracting officers assigned to deployable contracting positions or who have deployed in support of an operation as defined in Title 10 U.S.C. during the qualifying period (fiscal year). Criteria for these awards will be timeliness and quality of customer support, innovation and initiative, integration of contracting into the logistics requirement process, and self-development. NOTE: Individuals are ineligible if they have not been certified at the level of their current position.

5. Secretary of the Army Professionalism in Contracting Award. Two awards would be presented: one to civilian personnel and the other to military personnel. Criteria for the award would include specific duty achievements during the most recent fiscal year which supported mission accomplishment; innovative solutions to contracting challenges; professional qualities over the

individual's career; contributions to the professionalism of others in the career field over the course of the individual's career; and, actions taken to improve the state of the contracting profession.

6. Nomination Procedures. The Deputy Assistant Secretary of the Army (Procurement) shall annually request nominations. Nominations shall be submitted through the chain of command with appropriate PARC endorsements to arrive at SARD-PM by the date requested. Nominations shall follow the format of Enclosure 1.

7. Announcement of Awards. The Deputy Assistant Secretary of the Army (Procurement) shall announce the award winners and invite them to the annual PARC Conference. Awards shall be presented in an appropriate forum at the PARC Conference. Winners will be announced on DASA(P) Homepage and in the RDA Magazine.

## NOMINATION PROCEDURES

1. Nominations will be forwarded through channels to the Office of the Assistant Secretary of the Army (Research, Development and Acquisition), ATTN: SARD-PM, 103 Army Pentagon, Washington DC 20310-0103. Nominations should be submitted with the Incentive Award Nomination and Approval (DA Form 1256). Nomination packages should be endorsed by the MACOM PARC, PEO, or other appropriate official. There is no limit on the number of nominations that may be submitted. However, when more than one nomination is submitted by a MACOM, the nominations will be ranked in order of the significance of accomplishments.
2. Supporting documentation shall include the type of award: unit award or individual award and category (installation level contracting, etc.). Unit awards should identify the Director of Contracting (or organizational chief) by name and grade. A narrative of accomplishments is also required in which the nominee demonstrates contracting excellence in exceeding the criteria. This narrative should be limited to a maximum of three pages. Individual nominations should also include copies of their certification in contracting and a short biography. This may take form of the Officer Record Brief and Civilian Qualification Record (DA Form 2302-R). A sample nomination document is attached.
3. Each nomination should also include a proposed citation to accompany the award.

**Nomination Format  
Secretary of the Army Award  
for Excellence in Contracting**

- 1. AWARD TYPE:** Unit
- 2. AWARD CATEGORY:** (Identify category, i.e., installation, systems or specialized. NOTE: For installation-level contracting, identify whether the award is for a Contracting Center or Contracting Satellite.)
- 3. PERIOD:** (Time covered by nomination; normally the Fiscal Year.)
- 4. CRITERIA:**  
  
**OUTSTANDING MISSION ACCOMPLISHMENT THROUGH  
DEMONSTRATED CUSTOMER SUPPORT:** (Narrative)  
  
**CONTRACTING EFFICIENCY/REDUCING CONTRACTING COSTS:**  
(Narrative)  
  
**HUMAN RESOURCE MANAGEMENT:** (Narrative)  
  
**CONTRACTING INNOVATION/PROCESS IMPROVEMENT:** (Narrative and  
applicable Acquisition Reform metrics.)
- 5. NAME OF DIRECTOR OF CONTRACTING (ORGANIZATIONAL CHIEF):**
- 6. NOMINATING OFFICIAL:**
- 7. PROPOSED CITATION:**



**Nomination Form  
Secretary of the Army Award  
for Excellence in Contracting**

**1. AWARD TYPE:** Individual

**2. AWARD CATEGORY:**

- a. Outstanding Contracting Officer for (Unit Level/Category, e.g. Installation-Level Contracting Center) and (Civilian or Military).
- b. Professionalism in Contracting (Civilian or Military).

**3. NAME AND GRADE:**

**4. TITLE:**

**5. ORGANIZATION:**

**6. ASSIGNMENT DATE:**

**7. PERIOD:** (Time covered by nomination.)

**8. ASSIGNED RESPONSIBILITY:**

**9. CRITERIA:**

- a. Contracting Officer. (NOTE: Criteria for Contingency Contracting Officer award differs slightly.)

**TIMELINESS AND QUALITY OF CUSTOMER SUPPORT:**  
(Narrative)

**PROCUREMENT INTEGRITY:** (Narrative)

**INNOVATION AND ENTREPRENEURSHIP:** (Narrative)

**SELF-DEVELOPMENT: (Narrative)**

b. Professionalism in Contracting Award.

**SPECIFIC ACHIEVEMENTS SUPPORTING THE MISSION:  
(Narrative)**

**INNOVATIVE SOLUTIONS: (Narrative)**

**INDIVIDUAL CAREER PROFESSIONAL QUALITIES: (Narrative)**

**CONTRIBUTIONS TO CAREER FIELD PROFESSIONALISM:  
(Narrative)**

**CONTRIBUTIONS TO THE CONTRACTING PROFESSION:  
(Narrative)**

**10. NOMINATING OFFICIAL:**

**11. PROPOSED CITATION:**